



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 5580.1B  
MHC  
17 Jul 96

MARINE CORPS ORDER 5580.1B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS PARTICIPATION IN THE FEDERAL BUREAU OF  
INVESTIGATION (FBI) NATIONAL CRIME INFORMATION CENTER  
(NCIC) SYSTEM

Ref: (a) NCIC Operational Manual (NOTAL)  
(b) Public Law 103-159-Nov 30, 1993  
(c) NCIC-1 Manual for Administration  
(d) SECNAVINST 5520.3B

Encl: (1) Marine Corps User Identification Codes

1. Purpose. To establish policy and procedures relative to the use and access to the FBI's NCIC System.

2. Cancellation. MCO 5580.1A.

3. Definitions

a. Control Terminal Agency (CTA). A CTA is a state or territorial criminal justice agency on the NCIC System providing statewide (or equivalent) service to its criminal justice users with respect to NCIC data. Only those agencies with direct telecommunications lines to the NCIC may be control terminal agencies and are held responsible for records entered through those lines. There will be no more than one CTA per state or territory.

b. Originating Agency Identifier (ORI). An ORI is a character identifier assigned by the NCIC to an agency which has met the established qualifying criteria for ORI assignment to identify the agency in transactions on the NCIC System. The assignment of an ORI to an agency is not a guarantee of access to the NCIC System. The ultimate decision regarding who may access NCIC lies with the CTA.

c. Terminal Area Coordinator (TAC). The TAC and the agency will be responsible for monitoring system use, enforcing system discipline, and assuring that the NCIC operating procedures are followed by users of the respective NCIC telecommunications lines as well as other related duties as outlined by this Order. When a new TAC is designated, the CTA head will notify the NCIC within 10 days of the appointment.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

17 Jul 96

d. National Law Enforcement Telecommunication System (NLETS). The NLETS provides the vehicle for nationwide exchange of criminal justice information through databases or stations not contained within the NCIC. The NLETS is controlled by state law enforcement agencies whereas the NCIC is controlled by the Department of Justice through the FBI.

#### 4. Background Information

a. The NCIC is a computerized information system established for use by local, state, and federal law enforcement agencies. The Marine Corps participates in the NCIC under the guidelines established by reference (a). Services available to users include the ability to access and extract information on wanted persons, stolen vehicles, license plates, guns, stolen identifiable articles, and the Interstate Identification Index (III).

b. The NCIC operates under a shared management concept between the FBI and using agencies. A single point is identified as the CTA for each state. Users in the state access the NCIC through that state agency. Installation provost marshals must access the NCIC through the respective state of residence.

c. When the Marine Corps began using the NCIC System, all Marine Corps installations with provost marshal activities were assigned an ORI code by the FBI. The enclosure has been updated to reflect the needs of the Marine Corps.

d. Entry of information into any NCIC file will be made by the investigative agency having jurisdiction over an offense under investigation. This will be accomplished by the Naval Criminal Investigative Service (NCIS) located on Marine Corps installations.

e. Access to the Computerized Criminal History, the III, and the Defense Centralized Index of Investigation is restricted to the CMC (MHC). The only exception being that local Marine Corps provost marshal offices, when acting in accordance with their responsibilities as the chief law enforcement officer as defined in reference (b), are authorized access to the III for the purpose of obtaining a criminal history background on prospective handgun purchasers for their respective installations. These are service members and family members residing aboard their specific installation. Information from these files may be obtained via the NLETS or by message.

17 Jul 96

f. Per reference (c), NCIS field offices will provide NCIC access and services for command law enforcement units, (i.e., Criminal Investigative Division) provided the requested action is in compliance with FBI, Criminal Justice Information Services, NCIC, and III policies.

5. Responsibility

a. The NCIS is the Federal Service Coordinator (FSC) for the Marine Corps and is responsible to the FBI for all records entered by the Marine Corps as required by reference (d).

b. The NCIS, as the FSC, is also responsible for records validation, quality control, dissemination of manuals and other NCIC publications, security, user training, audits, and any problems concerning system use. Installation provost marshals must access NCIC through the host state and abide by the state standards. The NCIS is responsible for Marine Corps use of the NCIC System and requesting the assignment of ORI's.

6. Action

a. The CMC (MHC) will designate a TAC in writing. The TAC will monitor system use, enforce system discipline, and assure that the NCIC operating procedures are followed by all Deserter Information Point (DIP) users.

b. The DIP will enter all information concerning Marine Corps deserters and escaped prisoners into the NCIC.

7. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



G. R. CHRISTMAS  
Deputy Chief of Staff for  
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10208614000

Copy to: 7000110 (55)  
7000114 (5)  
7000099 (2)  
7000093 (2)  
7000144 (2)  
8145005 (2)  
8145001 (1)

MARINE CORPS USER IDENTIFICATION CODES

Corrections Branch (MHC) Headquarters, U.S. Marine Corps Washington, DC 20380-1775	USMC00000
Provost Marshal Marine Corps Air Station Yuma, AZ 85369-5001	AZMC00100
Provost Marshal Marine Corps Base Camp Pendleton, CA 92055-5001	CAMC00100
Provost Marshal Marine Corps Air-Ground Combat Center Twentynine Palms, CA 92278-5001	CAMC00200
Provost Marshal Marine Corps Air Station El Toro Santa Ana, CA 92709-5001	CAMC00300
Provost Marshal Marine Corps Recruit Depot Western Recruiting Region San Diego, CA 92140-5001	CAMC00400
Provost Marshal Marine Corps Logistics Base Barstow, CA 92311-5001	CAMC00700
Provost Marshal Marine Corps Air Station Tustin, CA 92710-5010	CAMC01000
Provost Marshal Marine Corps Logistics Base Albany, GA 31704-5001	GAMC00100
Provost Marshal Marine Corps Base Hawaii Kaneohe Bay, HI 96863-3002	HIMC00100
Provost Marshal Marine Corps Base Hawaii Box 64126 Camp H. M. Smith, HI 96861-4126	HIMC00200

ENCLOSURE (1)

MCO 5580.1B

17 Jul 96

Provost Marshal	NCMC00100
Marine Corps Base	
Camp Lejeune, NC 28542-5001	

Provost Marshal	NCMC00200
Marine Corps Air Station	
Cherry Point, NC 28533-6001	

Provost Marshal	NCMC00300
Marine Corps Air Station (H)	
New River	
Jacksonville, NC 28542-5001	

Provost Marshal	SCMC00100
Marine Corps Recruit Depot	
Eastern Recruiting Region	
Parris Island, SC 29905-5001	

Provost Marshal	SCMC00200
Marine Corps Air Station	
Beaufort, SC 29902-5001	

Provost Marshal	VAMC00100
Marine Corps Combat Development Command	
Quantico, VA 22134-5030	

Provost Marshal	VAMC00200
Headquarters Battalion	
Henderson Hall	
Headquarters, U.S. Marine Corps	
Arlington, VA 22214-5000	

ENCLOSURE (1)